

Electronic Case Filing CM/ECF



User Manual

Western District of Michigan

Updated September 5, 2003

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Getting Started

Introduction

This User Manual applies to all civil actions filed August 1, 2001, and thereafter. Beginning August 1, 2001, all newly filed civil cases will be maintained in the Electronic Case Files (ECF) System.

Practitioners should refer to W.D. Mich. LCivR 5.7 for guidance in Electronic Filing.

Pleadings or other documents which are filed traditionally rather than electronically shall be served in the manner provided for in, and on those parties entitled to notice in accordance with, the Federal Rules of Civil Procedure and the Local Rules of the Western District of Michigan.

This manual provides instructions on how to use the Electronic Filing System to file documents with the Court, or to view and retrieve docket sheets and documents for all cases assigned to this system. It assumes a working knowledge of Netscape, Internet Explorer and Adobe Acrobat. For questions regarding Netscape, Internet Explorer or Adobe Acrobat, please refer to their instruction manuals.

Help Desk

If you need assistance, the Court's Help Desk is available by telephone at (616) 456-2206 or toll free at (800) 290-2742, or via email at ecfhelp@miwd.uscourts.gov weekdays between the hours of 8:00 a.m. and 5:00 p.m.

Capabilities of System

The electronic filing system allows registered participants with Internet access and Netscape or Internet Explorer software to perform the following functions:

- Access the Court's web page
- Download the most recent version of the User's Manual
- Train using a tutorial that mimics the process of e-filing
- Electronically file pleadings and documents in actual ("live") cases
- View official docket sheets and documents associated with cases
- View various reports (e.g., Cases Filed Report, Calendar (for cases filed electronically))
- Download Netscape Browser and Portable Document Format (PDF) configuration information

Requirements

Hardware and Software Requirements

The hardware and software needed to electronically file, view and retrieve case documents are the following:

- A computer running a Windows or Macintosh operating system
- Software to convert documents from a word processor format to portable document format (PDF).
- A PDF-compatible word processor like Macintosh or Windows-based versions of WordPerfect and Word
- Internet access supporting a transfer rate of 28.8 kbs or higher
- Browser software (e.g. Netscape or Internet Explorer). Please refer to our website for the latest information regarding compatible browser requirements.
- Access to a scanner to image documents you did not produce or create (optional)
- A PACER account is required to retrieve information from the ECF system. You can obtain a PACER account by calling (800) 676-6856 or by visiting the PACER registration page at <http://pacer.uscourts.gov/register.html> A link to PACER's site is provided on the Court's web site.

How to Register for Access

Participation in electronic filing is limited to attorneys who are members of the bar of this court. Attorneys who have never used the system must submit a completed Electronic Filing Registration Form **via hand delivery or U.S. mail only** to

Clerk, U.S. District Court
E-Filing Registration
399 Federal Building
110 Michigan St., NW
Grand Rapids, MI 49503

for processing. The form is available on the Court's website at <http://www.miwd.uscourts.gov>, or they may telephone the Court's Help Desk at (616) 456-2206 or toll free at (800) 290-2742 to have the form mailed to them. Only after a user account has been established based on the registration form, is the participant issued a login and password that will provide access to the system.

For practice purposes, a tutorial is provided on the Internet at <http://www.miwd.uscourts.gov>. It is strongly recommended that participants take advantage of the tutorial before filing a document in the "live" data base.

Preparation

Setting Up the Acrobat PDF Reader

In order to view documents filed on the system, users must set up Acrobat PDF reader. All pleadings must be in PDF format to be filed electronically. When installing this product, please review and follow Adobe's directions to utilize an Acrobat PDF reader after installation.

Portable Document Format (*PDF*)

Only PDF (Portable Document Format) documents may be filed with the Court using the Court's Electronic Filing System.

Best Practice!

Be sure to view the PDF formatted document before sending it to ensure that it appears in its entirety and in the proper format.

How to View a PDF File

- Start the Adobe Acrobat program.
- Go to the **File** menu and choose **Open**.
- Click on the location and file name of the document to be viewed.
- If the designated location is correct, and the file is in PDF format, Acrobat loads the file and displays it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.

- Click on the **View** menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

How to Convert Documents to PDF Format

Conversion of any word processing document to PDF format is required before submission to the Court's electronic filing system.

The conversion process is relatively simple and can be accomplished in one of two ways depending on the word processing program you are using.

For WordPerfect:

Version 6.1, 7, 8 (PDF Writer required for use with these versions)

- Open the document to be converted.
- Select the **Print** option and in the dialog box select the option to change the selected printer. A drop down menu with a list of printer choices is displayed.
- **Select Adobe PDFWriter.**
- "Print" the file. The file should not actually print out; instead the option to save the file as a PDF format file appears.
- **Name the file, giving it the file type extension .PDF .**
- Accept the option and the file is converted to a PDF document.
- The file is now in Adobe PDF format under the newly designated name, and the original document remains in its original form under the original name.

Version 9 or higher

- Use above method or:
- Open the document.
- Click on the **File** menu and select, **Publish to PDF.**

- Be sure that **[all pages]** or **[full document]** is selected on the **Document** tab.
- Click on the **Details** tab and select, **Publish Text as Graphics**. (Note: This step reduces the resulting file size considerably. This will be important with regard to system response time.)
- ***Save the file as a PDF file, giving it the file type extension .PDF .***
- The file is now in Adobe PDF format under the newly designated name, and the original document remains in its original form under the original name.

For Microsoft Word 95 or later (PDF Writer required for use with these versions):

- Open the document.
- Click on the **File** menu and select, **Create Adobe PDF**.
- ***Save the file as a PDF file, giving it the file type extension .PDF .***
- The file is now in Adobe PDF format under the newly designated name, and the original document remains in its original form under the original name.

Any Other Word Processing Program:

- Open the document to be converted.
- Select the **Print** option and in the dialog box select the option to change the selected printer. A drop down menu with a list of printer choices is displayed.
- Select **Adobe PDFWriter**.
- “Print” the file. The file should not actually print out; instead the option to save the file as a PDF format file appears.
- ***Name the file, giving it the file type extension .PDF .***

- Accept the option and the file is converted to a PDF document.

Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere. At that point, change the printer to Adobe PDFWriter, and follow the directions above.

Basics

User Interactions

There are three general types of user interactions allowed by the system:

- Entering data
- Using command buttons to tell the system what to do next
- Clicking on hyperlinks

Command buttons and hyperlinks are used to instruct the system what to do next.

Documents Filed In Error

A document incorrectly filed in a case may be the result of posting the wrong PDF file to a docket entry, selecting the wrong document type from the menu, or simply entering the wrong case number and not catching the error before the transaction is completed.

The system will not permit you to make changes to the document(s) (or the resulting docket entry) once the transaction has been committed. Once a document has been filed electronically it is part of the Court record. **If the wrong document or a partial document is filed in error, you are advised to re-file a corrected document.** Docket entries are the business of the clerk's office and will not be modified upon request. The clerk's office may edit a docket entry to correct or clarify as the Clerk deems necessary.

Viewing Transaction Log

This feature, selected from the **Reports** Menu off the blue bar, allows you to review all transactions processed with your login and

password. If you believe or suspect someone is using your login and password without permission, change your password immediately, then contact the Court's Help Desk via telephone at (616) 456-2206 or toll free at (800) 290-2742, or via email at ecfhelp@miwd.uscourts.gov as soon as possible.

User Manual

The most recent version of the User Manual for the system is always available in PDF format at the Court's website at <http://www.miwd.uscourts.gov>, under **Electronic Filing**.

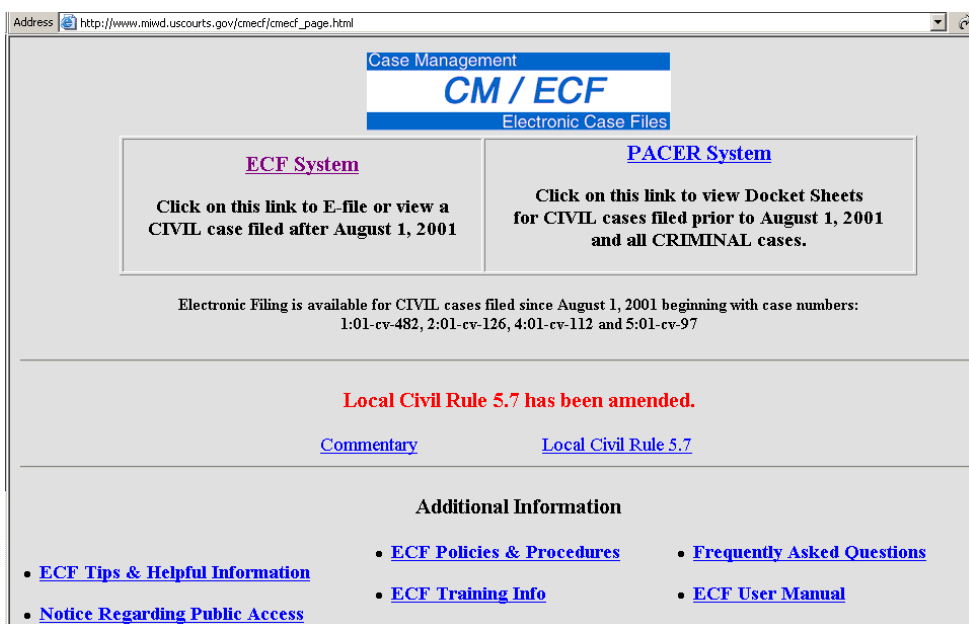
A Step-By-Step Guide

Below is a step-by-step guide for entering the system, preparing a document for filing, filing a motion or application, and displaying a docket sheet. We suggest that you go through the steps in the tutorial before trying to actually file a document for the first time.

How to Access the System

Users can get into the system via the Internet (compatible browser software is listed on the login screen) by going to:

<http://www.miwd.uscourts.gov> and clicking on **ELECTRONIC FILING**



Click on **ECF System**

Logging In

The next screen is the login screen.

ECF/PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.


An access fee of \$ 07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

client code:

- Enter your Login and Password in the appropriate data entry fields. Then click on the **Login** button to transmit the information to the system. If an error is made before you've submitted the screen, the **Clear** button allows you to clear the Login and Password entries so they may be re-entered.
- If an invalid combination has been submitted, the system responds with an error message. Click on  **Back**, then re-enter your Login and Password.
- The entry of a valid Login and Password combination prompts the system to display the main menu.
- For those current PACER users that have not registered as e-filers, you may use your PACER login to view docket sheets and documents (you must use your ECF login to file documents electronically). Logging in using your PACER login will give you a similar menu to that shown below, except the **Civil** and **Criminal** options will not appear.

The following screen is the main menu:



Note that the date ***you last logged into the system*** appears at the bottom left of this screen.

Last login: 08-27-2003 10:25

27August2003

You should review this information each time you log in for security reasons. If you believe or suspect someone is using your login and password without permission, change your password immediately, then contact the Court's Help Desk via telephone at (616) 456-2206 or toll free at (800) 290-2742, or via email at ecfhelp@miwd.uscourts.gov as soon as possible.

Civil Events Feature





This **Civil** option permits the filing of documents in a case.

There are four basic steps involved in filing a document:

- (1) selecting a menu item (document event type);


- (2) entering the case number for which the document is to be filed;
- (3) designating the parties filing the document; and
- (4) specifying the PDF file name for the document to be filed.

Each screen has the following two buttons:

-  clears **all** characters entered in that particular box.
-  accepts the entry just made and displays the next entry screen, if any.

Correcting a Mistake



Use the  button on the browser toolbar to go back and correct an entry made on a previous screen. **However, once the document is transmitted to the Court (the final submit button), only the Court can make changes or corrections.**

Signatures

Attorneys

An attorney's use of the court-issued login and password to submit documents over the ECF system serves as the attorney's signature on all electronic documents filed with the Court, as well as the attorney's signature for purposes of Fed R. Civ. P. 11 and for all other purposes under the Federal Rules of Civil Procedure and the Local Rules of this Court.

Multiple Signatures

The filer of any document requiring multiple signatures (e.g., stipulations, joint status reports) must list on the document all of the names of other signatories by means of an "s/____" block for each. By submitting such a document, the filer certifies that each of the other signatories has expressly agreed to the form and substance of the document and that the filer has their actual authority to submit the

document electronically. The filer must maintain any records evidencing this concurrence for subsequent production to the Court if so ordered or for inspection upon request by a party until one year after the final resolution of the action (including appeal, if any).

Service of Electronically Filed Documents

Summons and Initial Pleading

Service of the summons and complaint or other initial pleading must be made by one of the methods allowed by Rule 4 of the Federal Rules of Civil Procedure and may not be made electronically.

Subsequent Pleadings and Papers

Electronically filed documents are served on other registered counsel in the case through the Notice of Electronic Filing (NEF) that is sent immediately via email. Service upon unregistered counsel and pro se parties must be accomplished through traditional means (on paper), by one of the ways allowed by Rule 5 of the Federal Rules of Civil Procedure. Traditionally filed documents must also be served by one of the ways allowed by Rule 5 of the Federal Rules of Civil Procedure.

NOTE: If an electronically filed document must be served traditionally, print the PDF version you filed electronically and serve that. Otherwise, line numbers and other formatting may not match the official, filed version of your document.

Method of Electronic Service

When a document is filed electronically by a party, the Court's system will generate a Notice of Electronic Filing (NEF), which will be transmitted by the Court via email to the filer and all attorneys who are registered as e-filers. The NEF will contain a hyperlink to the filed document. The party filing the document electronically should retain a paper or digital copy of the NEF, which serves as the Court's date-stamp and proof of filing. Transmission of the NEF for an electronically-filed document to the registered email address constitutes service of a pleading, paper, order or notice upon any attorney who is a registered e-filer in the case. After issuance of the NEF, the general public as well as any party to the litigation may access and download the filed document on the Court's PACER system except that access to Social Security cases is restricted to attorneys of record. Only service of the NEF by the Court's system is sufficient to constitute electronic service; transmission of a document by one party to another by regular e-mail does not constitute service.

Effect on Time Computation

Electronic service under Local Civil Rule 5.7 is complete upon transmission and constitutes service by mail within the meaning of Federal Rule of Civil Procedure 6(e). Therefore, the additional three days to do an act or take a proceeding after service of a document by mail applies when service is made electronically.

Filing Initial Papers

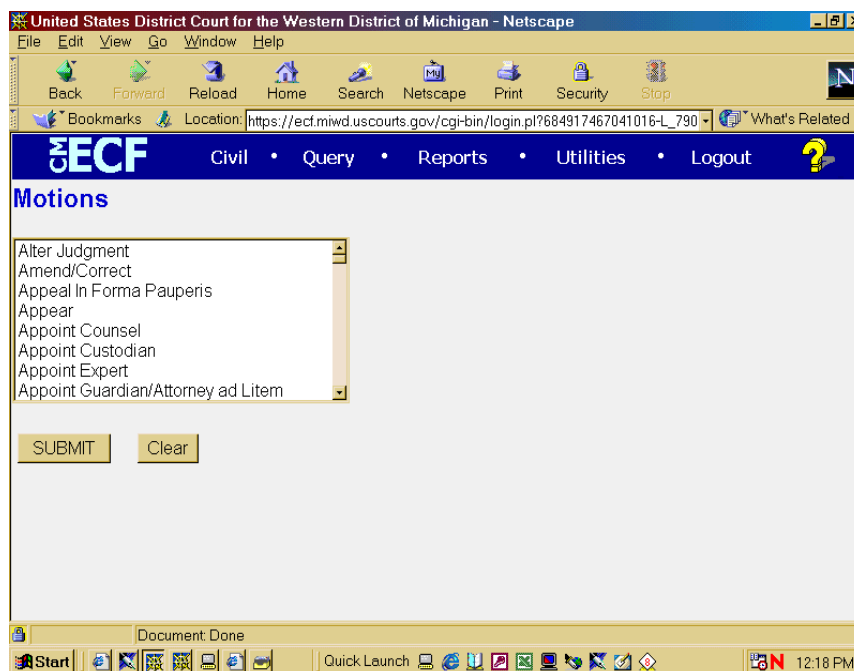
You must file the initial pleadings (complaint or petition), issue and serve the summons, and make payment of initial filing fees in the traditional manner (not electronically). You are strongly encouraged to accompany your initial filing (and all future paper filings) with a diskette or CD-ROM of your papers in PDF format, so that these documents can be added to the electronic case file.

Filing a Motion or Application

- Select **Civil** from the bar at the top of the main menu to bring up the **Civil Events** window.



- Click on **Motions** under **Motions and Related Filings**



- Select type of motion relief sought

Use the up and down arrows to the right of the white box to find the type of motion or application to be filed, and click on it.

To select multiple motion reliefs, press and hold down the **Ctrl** key, and click on the appropriate forms of relief sought.

- Scroll down and click on **SUBMIT**.
- Enter the case number.

Motions

Case Number



01-489 99-12345, 1:99-cv-12345 or 1-99-cv-12345

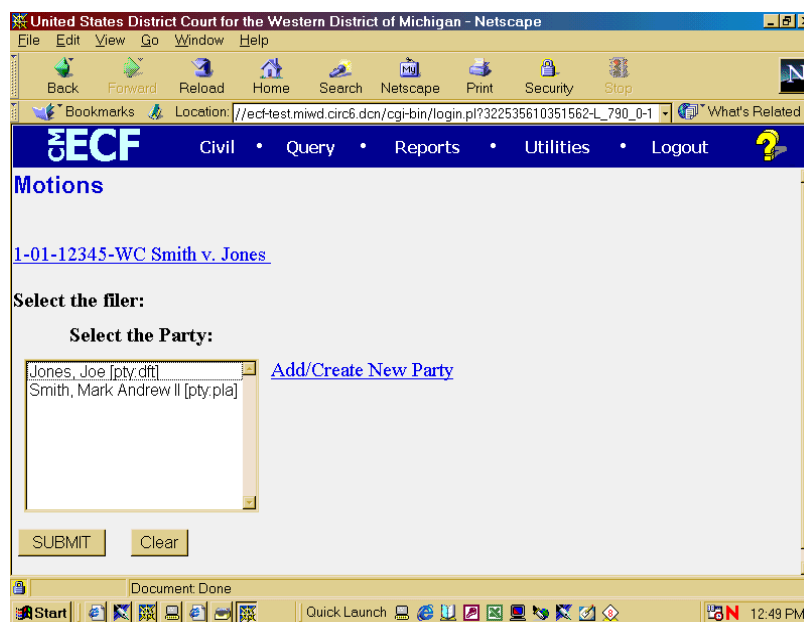
SUBMIT **Clear**

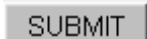
If the number is entered incorrectly, click **Clear** to re-enter.

or

If the computer prompts that you entered an invalid case number, click on **Back** to re-enter.

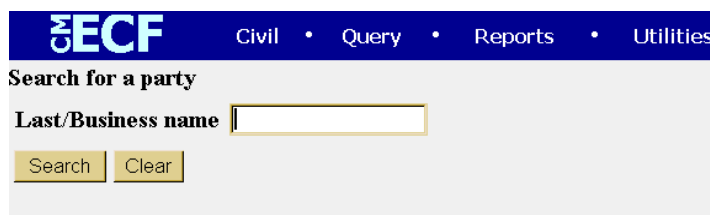
- When the case number is correct, click on .
- Recheck whether the case number is correct, based upon the case caption at the top of the screen. If it is incorrect, click on  to re-enter the case number.
- The next screen prompts you to select or add the name of the party for whom you are filing the motion:



Click on the down arrow to the right of the box to scroll through the list (if necessary). If the name you're looking for appears, click on it, and then click .

Best Practice!

If the name does not appear, call the ECF Help Desk at (616) 456-2206 or toll free at (800) 290-2742. The Clerk will advise you regarding the appropriate steps to take, depending on the particular circumstances. If appropriate, click on **Add/Create New Party**.




The party may exist in the database even if not yet linked to the case.

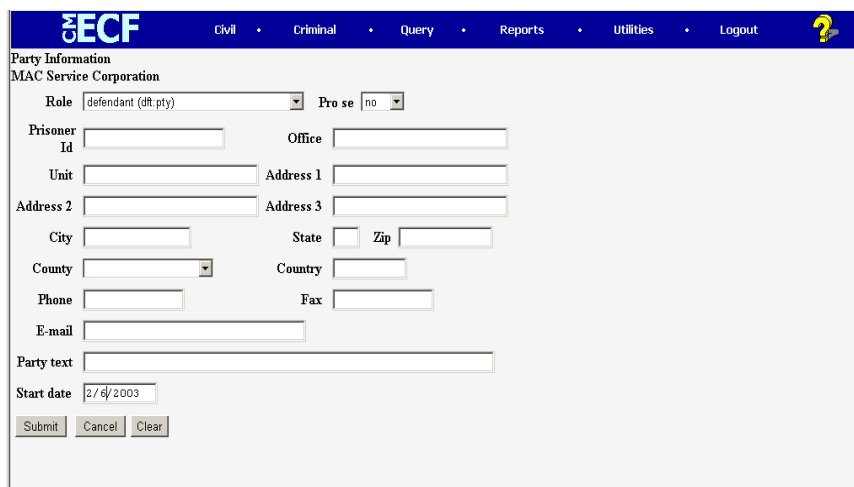
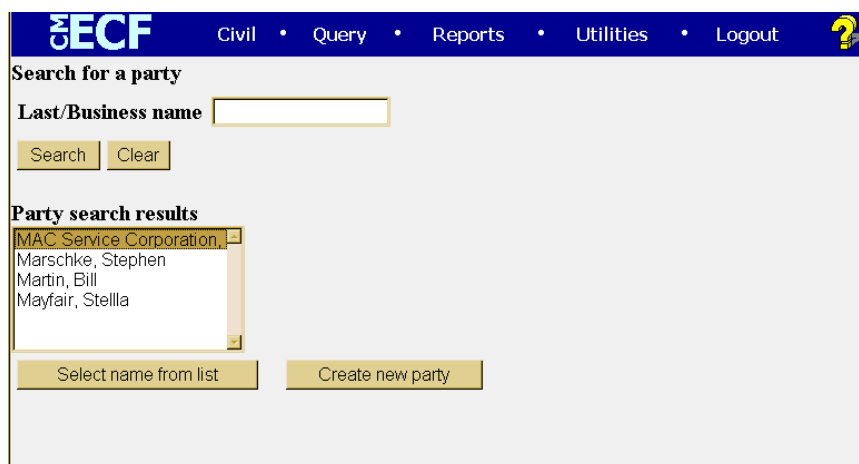
When searching, type a minimum of the first two letters of the business or individual's last name.

Note: Business names that begin with small words such as "The" or "A" will be in the database with these words at the end of their name separated by a comma (e.g., Michigan Network, The).

Click on  .

The computer displays a list of party names that match the search clues previously entered. If the name of the party appears, select it and click on **Select name from list**. If the party's name is not on the list or the

search returns **No Person found**, click on  , and enter the information requested.



If you selected a party that is already in the database, review the party information and be sure to select the party's role in this filing. Click on the white box to the right of **Role** and select the correct role, i.e., plaintiff, defendant, etc. If you do not select a role, it will default to a role type of defendant.

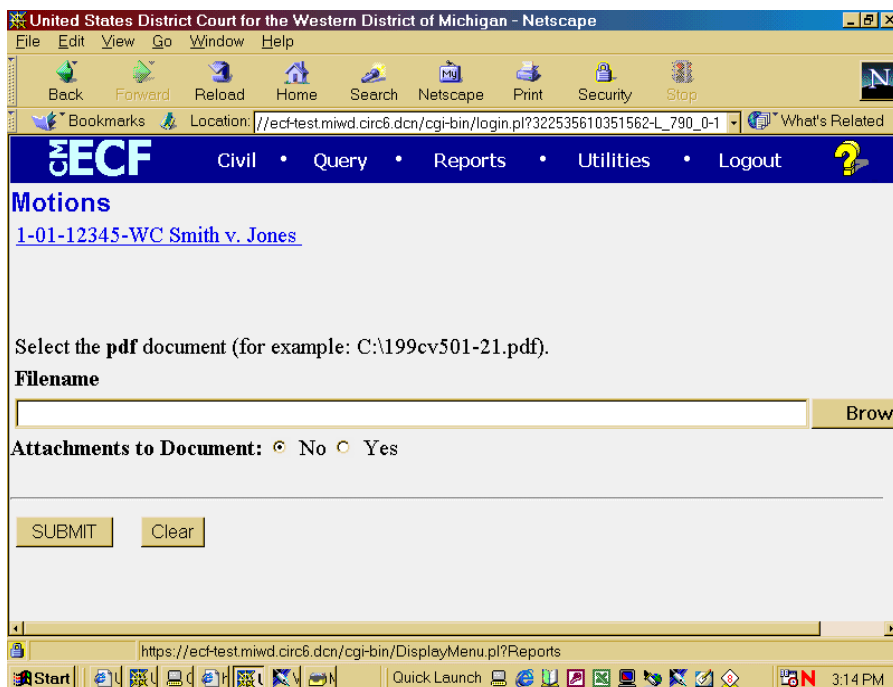
Click on  .

Note: Party text is additional information about the party as it is listed on the pleading (e.g., in his or her individual and official capacity). Party text will appear on the docket sheet next to the party's name.

- The next screen prompts you to select the PDF filename of the document being filed.

The file MUST be in a PDF format with a .pdf suffix. If not, it will not be accepted by the system.

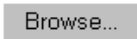
If an attempt is made to upload a non-PDF file, or make a standard docket entry without also submitting a document, an error message will appear.



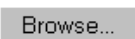
To Submit a PDF Document

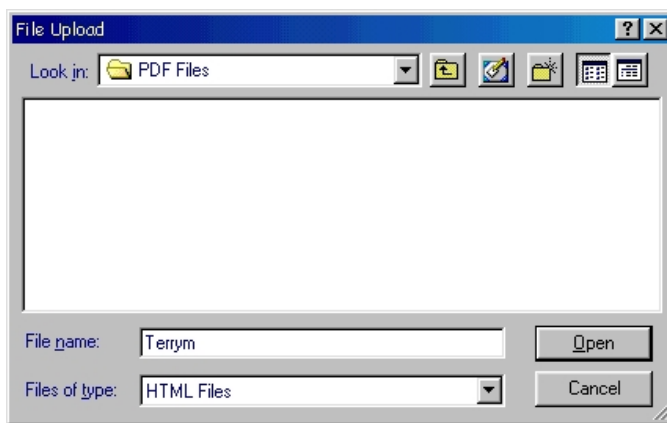
Enter the full path name of the document to be filed in the space provided;

or,

Click on the  button to navigate to the appropriate directory and file to select the document. Two very important points must be noted here:

If the path name for the file is manually entered, be sure to include the drive name, if applicable, and the full directory path (e.g., c:\docs\answr.pdf).

To use the  option, use the mouse to select the directory in which the PDF version of the file is located.



Change the Files of type from



to



or



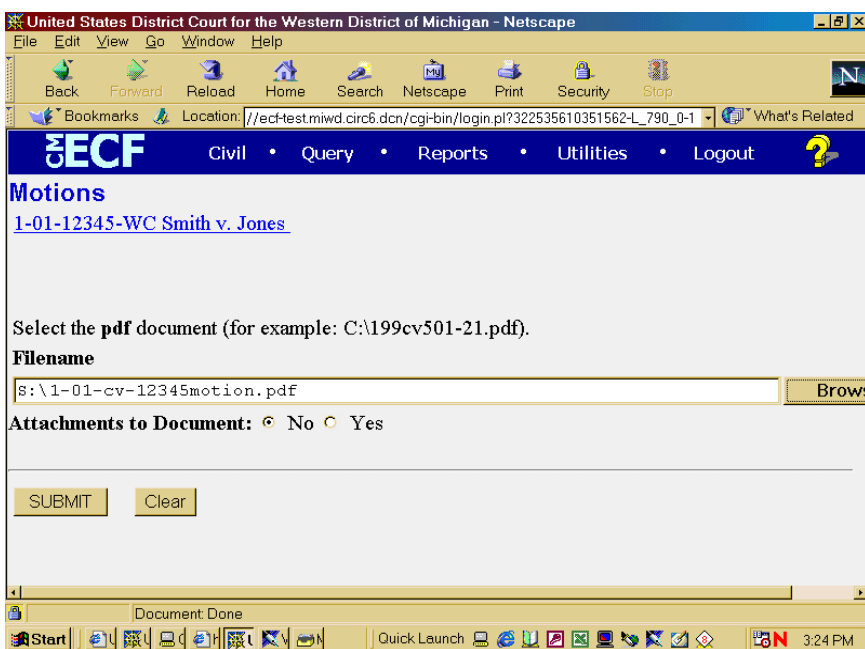
Select the file to be uploaded.

You must close the document before attempting to file it (click on File Close or click on the “X” in the upper right corner).

Best Practice!


(**Note:** To verify that the document being filed is the correct document, after the file is selected, right click on the file name to bring up a quick menu and left click on open. The .pdf document will open and can be viewed to verify that it is the correct document.)

- If there are no attachments to the motion, click on 



Attachments to Documents

All documents which form part of a pleading and which are being filed at the same time and by the same party should be electronically filed together under one docket number, as prescribed by the Local Rules.

- If there is an attachment to the motion (e.g., an exhibit, appendix, accompanying proposed order, etc.):
- Click Yes.
- Click 

An additional screen is displayed (**all exhibits must be attached to the motion, application or document being filed**) which allows you to attach one or more documents:

NOTE: According to Local Civil Rule 5.7 an attachment or exhibit may not be filed electronically if it exceeds 5MB.

- At the prompt: **Enter the PDF filepath and name of the document you are filing** or click on to search for the document.

Best Practice!

(**Note:** To verify that the document being filed is the correct document, after the file is selected, right click on the file name to bring up a quick menu and left click on open. The .pdf document will open and can be viewed to verify that it is the correct document.)

- Under **Type of Attachment** click on the arrow and click on the type of attachment.

- To describe the attachment more fully or if the selections under 'Type' do not apply, click in the **Description** box and type in the description.

Type	Description
Exhibit	A

-OR-

Type	Description
	Copy of Purchase Agreement

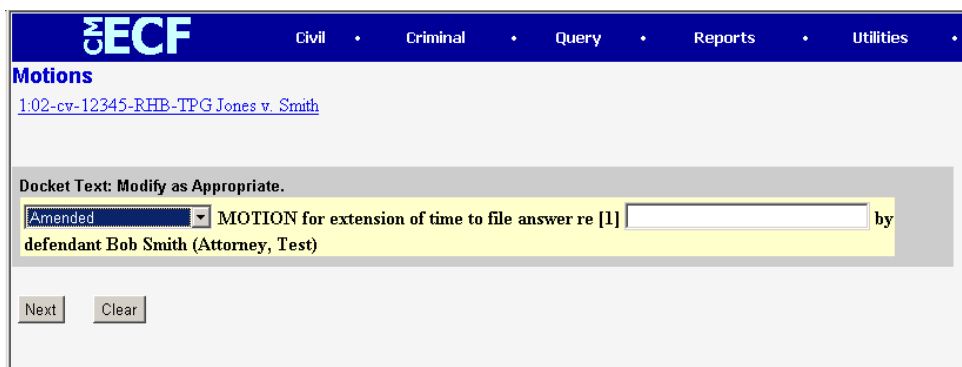
- Click on .
- If there are additional attachments, repeat this sequence for each one.
- After adding all .pdf documents for attachments, click on Next.

When Attachments and Exhibits are in Paper Format

If attachments and exhibits are filed in paper format, copies must be served on all parties in the case in the traditional manner.

Refining the Description of the Document

- Click on the drop-down list and select the correct modifier, if necessary.



ECF Civil • Criminal • Query • Reports • Utilities •

Motions

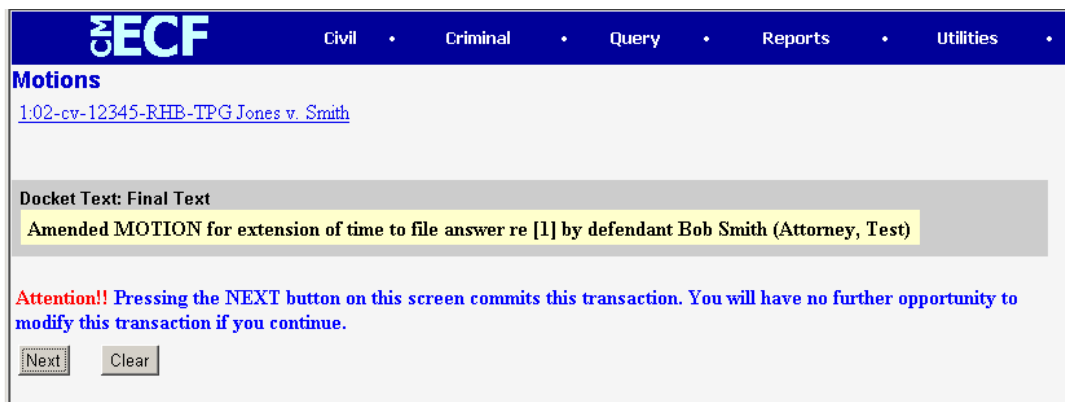
[1:02-cv-12345-RHB-TPG Jones v. Smith](#)

Docket Text: Modify as Appropriate.

Amended MOTION for extension of time to file answer re [1] by
defendant Bob Smith (Attorney, Test)

Next Clear

- Click on the white box to the right and type in any additional description, if appropriate.
- Continue to click on the blank boxes to add modifiers and descriptions of additional motions/applications, if the document contains more than one.
- Click on **SUBMIT** (Note: This has not yet committed the entry)
- Give **final approval** to the entry by following instructions on the screen.



ECF Civil • Criminal • Query • Reports • Utilities •

Motions


[1:02-cv-12345-RHB-TPG Jones v. Smith](#)

Docket Text: Final Text

Amended MOTION for extension of time to file answer re [1] by defendant Bob Smith (Attorney, Test)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Next Clear

- To modify a previous screen, click on  Back at the top of the browser toolbar to find the screen to be modified.
- To abort the entry, click on **Civil** to restart.


- If the entry is correct, click on  .

After final approval is given, the next screen displays the Notice of Electronic Filing.

- This screen gives you confirmation that the system has received the entry, the document is filed and the document is now an official Court document. It also tells you the date and time your transaction was received by the Court, and the document number assigned to the document. For future reference, please note this number on the PDF document file. Scroll down to view the entire receipt.



The party filing the document should **retain a paper or digital copy of the Notice of Electronic Filing (NEF)**, which serves as the Court's date-stamp and proof of filing.

- To print out the NEF, click  on the browser Toolbar.
- To save the NEF, click on **File** at the top of the browser screen, and select **Save Frame As...**

The NEF will list all parties being served electronically. Their names and e-mail addresses are listed under **“Notice has been electronically mailed to the following attorneys, and no further service upon them is required if the document has been electronically filed:”** and service upon these parties is now complete. The NEF also lists attorneys and pro se parties that will NOT be electronically served. If any attorney is not a registered user of the system, it is your responsibility to serve that attorney or pro se party in the traditional manner.

Submitting a Proposed Order

Proposed orders may be submitted electronically or in paper form. All proposed orders submitted electronically must be in PDF format and must be: (1) attached as an exhibit to a motion or stipulation; or (2) contained within the body of a stipulation; or (3) submitted separately. If the judge approves the proposed order, it will be re-filed electronically under a separate document number.

Best Practice!

Use the document attachment type of “Proposed Order” to identify your document as 'proposed'. Do not use the proposed language on the document itself.

Filing Proposed Documents

If the document you wish to file requires leave of Court, such as an amended complaint or a document to be filed out of time, the proposed document shall be attached as an exhibit to the motion. If leave to file is granted, the clerk of court will electronically file your document.

Best Practice!

Again, do not use the proposed language on the document itself; instead, use the document attachment type of “Proposed Document.”

Filing Other Types of Documents

To file a document other than a motion or application, make the appropriate selection from the **‘Civil’** menu. The screens that follow will be very similar to those described above for filing a motion.

Documents Required on Paper

Some documents may not be filed electronically. Other documents may be filed electronically, but followed by a paper document. Refer to W.D.Mich. LCivR 5.7(d)(ii) and (iii).

Your Account

Registered attorneys can customize their e-filing account to best suit their needs. You can update your contact information, add additional email addresses, change your password, monitor cases to which you are not a party and modify how you receive electronic notifications. To make any changes or updates to your account, select **Utilities** from the blue menu bar and then select **Maintain Your Account**.



Once you access your account, you will see the screen below that contains your contact information. **Note: if it is necessary to change any of the listed information, please contact the Clerk's office to notify them of the change to ensure your contact information is updated in their records as well.

Your Password

A registered attorney may change the Court-assigned password on his or her account by selecting **More User Information** from the account screen.

United States District Court for the Western District of Michigan - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://ecf.mwd.uscourts.gov/cgi-bin/login.pl?110705046569824-L_311_0-1

ECF Civil Criminal Query

More User Information for Test X. Attorney

Login	<input type="text" value="attorney"/>	Last login	09-03-2003 15:13
Password	<input type="password" value="*****"/>	Current login	09-04-2003 15:13
Prid	2383	Create date	08/21/2001
Registered Y		Update date	07/18/2003
Groups	Attorney		

To change your password, delete the ***** to the right of 'Password.' Type your new password and hit **Return to Account Screen**. Once you are back to the account screen, click **Submit**. Click **Submit** one more time to commit the transaction. Once you have changed your password, not even the Court will have access to it.

If you forget your password, contact the ECF Help Desk at (616) 456-2206 or toll free at (800) 290-2742. For security reasons, this information will not be released to third-parties. The attorney on the account is the only person to whom the Court will release this information.

IMPORTANT: Do NOT change your assigned Login!

Email Addresses

All registered attorneys have an affirmative duty to inform the Clerk immediately of any change in their email address.

If you wish to update the email address(es) listed on your account, select **Email Information** from the account screen. You can change/update an email address by deleting the information listed and adding the new email address(es).

United States District Court for the Western District of Michigan - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address https://ecf.mwd.uscourts.gov/cgi-bin/login.pl?110705046569824-L_311_0-1

ECF Civil Criminal Query Reports Utilities

E-mail information for Test X. Attorney

Primary e-mail address

Send the notices specified below

☒ to my primary e-mail address

☒ to these additional addresses

☒ Send notices in cases in which I am involved

☐ Send notices in these additional cases

☒ Send a notice for each filing

☐ Send a Daily Summary Report

Format notices ☒ html format for Netscape or ISP e-mail service

☐ text format for cc:Mail, GroupWise, other e-mail service

Best Practice!

The Court recommends that you set up a secondary email address that is either (1) a central repository address that several people have access to, and/or (2) the email address of someone that works closely with you in all your cases (secretary, legal assistant, paralegal). This is a safeguard to ensure that nothing is missed. Should you be out for the day, on vacation, etc., having a secondary email address entered on your account ensures that someone else will also get the message.

To add a secondary email address to your account, check the box to the left of 'to these additional addresses.' Enter the additional email address(es) in the white box to the right. Click **Return to Account Screen** and then **Submit**. Click **Submit** one more time to commit the change.

Monitoring Other Cases

If you would like to monitor cases to which you are not a party, from the account screen select **Email Information**. Click on the box to the left of "Send notices in these additional cases." Type the case numbers of the cases you want to monitor in the box to the right. Click **Return to Account Screen** and then **Submit**. Click **Submit** one more time to commit the change. You will then be notified of activity in the cases you requested.

The screenshot shows the 'E-mail information for Test X. Attorney' page. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, and Utilities. The main content area has a form with the following elements:

- Primary e-mail address:** A text box containing 'Test_Attorney@miwd.uscourts.gov'.
- Send the notices specified below:**
 - ☒ to my primary e-mail address
 - ☐ to these additional addresses: A text box with a dropdown arrow.
- ☒ Send notices in cases in which I am involved
- ☒ Send notices in these additional cases: A dropdown menu showing '1-01-cv-500' and '4-02-cv-100'.
- ☒ Send a notice for each filing
- ☐ Send a Daily Summary Report
- Format notices:**
 - ☒ html format for Netscape or ISP e-mail service
 - ☐ text format for cc:Mail, GroupWise, other e-mail service

At the bottom are two buttons: 'Return to Account screen' and 'Clear'.

Displaying a Docket Sheet




Click on **Reports**.

This displays the Reports Menu, listing the reports that can be produced.



- Click on **Docket Sheet**.
- Enter the case number.

- Specify the appropriate criteria for your docket sheet (if you do not enter specific filed/entered dates or document numbers, the entire docket sheet will display).
- Click on ***Include Links to Notice of Electronic Filing*** to view the Notice of Electronic Filing for each document.
- Scroll down and click on .

The computer displays the docket sheet.


Filing Date	#	Docket Text
01/25/2001	1	COMPLAINT <i>for Breach of Contract</i> against Computers R US. Filed by Microsoft Inc. (Feria, Bud) (Entered: 01/25/2001)
01/25/2001	2	SUMMONS Returned Executed, by Microsoft Inc. Computers R US served on 1/25/2001, answer due 02/14/2001 (D'Attorney, Bud) (Entered: 01/25/2001)
01/25/2001	3	ANSWER to Complaint by Computers R US. (bf,) (Entered: 01/25/2001)

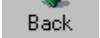
You may scroll through by using the up and down arrows on the bar to the right of the list.


If you want to view an actual document described on the docket sheet, click on the document number.

If you want to view the Notice of Electronic Filing, click on the gray dot next to the document number.

07/31/2001	 28	ORDER denying 8 Motion to Compel (krv,) (Entered: 07/31/2001)
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You may print out the document by clicking  on the browser toolbar.

To return to the docket sheet, click on  .

You may print out the docket sheet by clicking  on the browser toolbar.

Displaying Other Reports

To view a report other than a docket sheet, make the appropriate selection from the Reports Menu. The steps that you follow are very similar to those described above for viewing a docket sheet.

Known Problems and Troubleshooting

Known Problems

Converting documents to PDF

If WordPerfect 5.1 or 7.0 is used to write the document, and the document is more than three pages, Adobe Acrobat will not convert all pages to the PDF format. **The converted document will have missing pages.** Use Adobe Exchange to ensure the integrity of the converted PDF document.

Cannot log into the LIVE SYSTEM

A session can only be established using Netscape or Internet Explorer (please refer to our website for the updated list of compatible versions) to do e-filings.

If your Login and Password have both been correctly typed (in all lowercase letters), and you still cannot log into the system, please call the Court's ECF Help Desk at (616) 456-2206 or toll free at (800) 290-2742, or email ecfhelp@miwd.uscourts.gov.

To ensure the documents transmitted have arrived in their entirety, it is important to read the document after it is received by the Court. This can be done by viewing the docket sheet for the case and selecting the transmitted document. The document number of the transmitted document appears on your notice of electronic filing (NEF) receipt.

Trouble-shooting Hints

If your Login or Password is not accepted, please ensure that they are typed correctly. The logins and passwords **are** case-sensitive and must be in all lowercase letters.

Technical Failures

The Clerk shall deem the public ECF Web site to be subject to a technical failure on a given day if the site is unable to accept filings continuously or intermittently over the course of any period of time greater than one hour after 12:00 noon (Eastern Time) that day, in which case filings due that day which were not filed due solely to such technical failures shall become due the next business day. Such delayed filings must be accompanied by a declaration or affidavit attesting to the filer's failed attempts to file electronically at least two times after noon separated by at least one hour on each day of delay because of such technical failure (see sample on following page). If you experience difficulty filing a document electronically the initial point of contact should be the Court's ECF Help Desk at (616) 456-2206 or toll free at (800) 290-2742. You can also email the Help Desk at ecfhelp@miwd.uscourts.gov.

S A M P L E F O R M A T

)	
)	
Plaintiff)	Case No.
)	
v.)	Judge
)	
Defendant)	Declaration/Affidavit that [Party] was
)	Unable to File in a Timely Manner
)	Due to Technical Failures
)	

Please take notice that [Plaintiff/Defendant, Name of Party] was unable to file the attached [Title of Document] in a timely manner due to technical failures as set forth in W.D. Mich. LCivR 5.7(d)(v). The deadline for filing the [Title of Document] was [Filing Deadline Date]. The reason(s) that I was unable to file the [Title of Document] in a timely manner and the good faith efforts I made prior to the filing deadline to both file in a timely manner and to inform the Court and the other parties that I could not do so are set forth below.

[Statement of reasons and good faith efforts to file and to inform (including dates and times)]

I declare under penalty of perjury that the foregoing is true and correct.

Respectfully submitted,

/s/ [Registered Attorney]

Name of Registered Attorney [attorney bar number]

Address

City, State, Zip Code

(xxx) xxx-xxxx [telephone number]

xxxxx@xxxxxxxxx [e-mail address]

UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF MICHIGAN

E-FILING REGISTRATION FORM

****Please type; this will also serve as a return mailing label****

Name: _____
Firm: _____
Addr.: _____

Phone: _____

State Bar Number: _____
(and state, if not Michigan)

Date of admission to the Bar of this court: _____

****NOTE: A PACER ACCOUNT IS NECESSARY
FOR VIEWING ELECTRONIC DOCUMENTS****

This form cannot be submitted electronically.
Complete the form on-line, print a hard copy, sign it and present it to the Clerk's office at the address below. A login and password for access to the electronic case filing system will be issued to you upon receipt of the fully-completed form. **All of this information is required and must be supplied, including your original signature.**

Primary e-mail address: _____
(Attorney's e-mail for electronic service)

Secondary e-mail address: _____
(Central repository, Secretary, etc.)

E-mail software used: _____
(i.e., Outlook, Groupwise, etc.)

I have an existing PACER account.
My firm has an existing PACER account.

☐ I already have an ECF login that I use in _____, which is _____;
(Name of Other District) (Login)
please assign the same login for my use in the Western District of Michigan.

The information contained in this box will be maintained confidentially, and is necessary for security/confirmation purposes:

Social Security Number: _____ Mother's Maiden Name: _____

BY COMPLETING THIS FORM, ATTORNEYS CERTIFY THAT THEY ARE MEMBERS IN GOOD STANDING OF THE BAR OF THIS COURT AND THAT THEY ARE FAMILIAR WITH W.D. Mich. LCivR 5.7 and LCrR 49.10, AS APPLICABLE TO THEIR PRACTICE, WHICH MAY BE FOUND AT:

www.miwd.uscourts.gov

By registering under this rule, attorneys consent to electronic service of all electronically filed documents. See W.D. Mich. LCivR 5.7(h)(ii) and LCrR 49.10(h)(ii).

Attorney's Signature: _____

****YOUR LOGIN AND PASSWORD WILL BE MAILED TO YOU UPON OUR PROCESSING OF THIS FORM****

Return this form via hand delivery
or via mail only to:

Clerk, U.S. District Court
E-Filing Registration
399 Federal Building
110 Michigan St., N.W.
Grand Rapids, MI 49503

COURT USE ONLY:

E-Filing Login Assigned: _____

E-Filing Password Assigned: _____

- | | |
|---|---|
| <input type="checkbox"/> Confirmation e-mail sent | <input type="checkbox"/> E-mail confirmed by attorney |
| <input type="checkbox"/> Attorney's e-mail record updated | <input type="checkbox"/> UR registered e-mail sent |
| <input type="checkbox"/> Copy of form mailed to attorney | |